

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Jessica Uelsmann

Title of Internship: Registration Internship

Department: Registration

Brief Description of Internship: Intern will work closely with registrars on daily tasks and duties to provide an overall experience of the running of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department.

Hours per week: 10 hours/week (8:30- 4:30pm)

Specific Duties:

- Data management such as filing and The Museum System (TMS) database entry
- Documentary photography of permanent collection, loans, and exhibitions
- Will learn and assist with object condition reporting
- Will shadow registrars on daily duties and assist as needed

Qualifications needed:

- Available 10 hrs/week, during museum operating hours M-F, 8am-12, 1-5pm
- Excellent communication skills
- Detail oriented and ability to work independently
- Proficiency with computers and digital cameras

Learning Objectives for the Intern (what will the student learn from this experience?):

- Gain professional experience in museum practices and an understanding of the role of museum registration and how it fits within larger goals of the museum
- Learn about the best practices and policies guiding art museums' registration departments
- Gain exposure to various aspects of exhibition planning, such as art handling, packing and shipping, and installation practices.
- By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.